



ABRAHAM LINCOLN PRESIDENTIAL LIBRARY & MUSEUM

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# UNION SQUARE PARK

## Park Permit Application

To download permit application, please visit [www.alplm.org](http://www.alplm.org)  
and click “Apply for a Park Permit” or call (217)558-0143

## **SUBMITTING YOUR PARK PERMIT APPLICATION**

The review and approval of a Park Permit application for Union Square Park is coordinated through the Abraham Lincoln Presidential Library and Museum (ALPLM) a institution under the umbrella of the Illinois Historic Preservation Agency (IHPA).

Please submit applications to:

Park Permit Application – Union Square Park  
Room 3013  
212 N. 6<sup>th</sup> Street  
Springfield, IL 62701

## **PERMIT APPLICATION PROCESS**

1. Events of 15 or more people are required to secure a Park Permit.
2. Please be sure to complete all sections of this application. All proposed activities are subject to the approval of the ALPLM.
3. Submit your application by mail, or fax (217) 558-8878. Submittal of an application does not grant you a permit; all applications are subject to review.
4. The ALPLM grants permits to use park space on a first-come, first-serve basis. The ALPLM will not consider your submittal without a completed application.
5. Upon receiving your application, the ALPLM will contact you to inform you of the status of your application. You will be informed of any additional documentation requirements. The ALPLM reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company, organization, co-sponsors, participants, activities or the itself. Moreover, the ALPLM may postpone approval of park use permits until receipt of additional requested information or documentation. Failure to submit additional information in a timely fashion may be cause for denial of a permit.
6. The application must be received at least 45 days in advance of the event date.
7. Once all the ALPLM's requirements have been fulfilled, including receipt of all documents and full payment (if applicable), a Park Permit will be issued.
8. To download a permit application please visit [www.alplm.org](http://www.alplm.org) and click "Apply for a Park Permit" or call (217) 558-0143.
9. Due to maintenance and staffing issues some dates and times may be unavailable, applicants will be notified if this is the case.
  - If you are requesting use of the sidewalk or street surrounding Union Square Park you will need to contact the City of Springfield at 217/789-2216 and request a separate permit.
  - For rental event information for the Abraham Lincoln Presidential Library and Museum please contact our Facility Rental Office at (217) 558-8873

## **EVENT RULES AND REGULATIONS**

### **Prohibited Activities**

- The ALPLM prohibits the use of portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.
- For a complete list of prohibited activities reference the Union Square Park policies.

### **Assignment**

- Park Permits are not assignable and are non-transferable.

### **Park Hours**

- Events are restricted to the public hours of the park (8:00 am – 10:00 pm).

### **Fees and Fee Deadlines**

- Fees: Gazebo 2 hours/rate = \$50.00
- Full payment of fee rate must be submitted no later than 20 days prior to event after initial application is approved by the ALPLM.
- All fees are non-refundable.
- All other areas of the park are approved on a first-come first-serve basis through the Park Permit Application process and no usage charge is imposed.

### **Restrooms**

- Public restrooms are available in the Union Station Visitor Center.  
The hours are 9 am – 5 pm daily.

### **Signage**

- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or park feature on Union Square Park property is strictly prohibited.

### **Parking**

- Parking is available in the Museum Parking Garage, located on the corner of Sixth and Madison Streets. The rate is \$.50/1/2 hour. Hours are 7am to 7 pm daily.

### **Inclement Weather**

- No rain dates will be issued. Refunds will not be granted for inclement weather.

### **Permit**

- A copy of the Park Permit must be present on-site for inspection.



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## PARK PERMIT APPLICATION

Instructions: Please carefully read the "Fee Schedule" and "Event Rules and Regulations" sections on the previous pages before completing the application.

### APPLICATION INFORMATION

Name of Event Organizer: \_\_\_\_\_

Organization/Production Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

### EVENT INFORMATION

Date of Event: \_\_\_\_\_ Event Name: \_\_\_\_\_

Summary of Event: \_\_\_\_\_

\_\_\_\_\_

Location – check one below:

Gazebo (fee required) \_\_\_\_\_ Other Park Area- first-come first-serve (no fee required) \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Event Organizer: Are you, the applicant, organizing this event on behalf of another organization?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the name of the organization: \_\_\_\_\_  
(if yes, attach an endorsement letter from the organization)